

MRP MOTOR VEHICLE FLEET MANAGEMENT MANUAL

CHAPTER 2

HOME-TO-WORK TRANSPORTATION

1. PURPOSE

This chapter states MRP policy for home-to-work transportation. The information complies with Public Law 99-550 and Federal Property Management Regulations, Amendment A-42, and Departmental Regulation (DR) 5400-5, Use of Government Vehicle for Home-to-Work Transportation.

2. POLICY

- a. All instances of home-to-work transportation must be fully documented with reports, logs, or records of such use. Form AD-728, Request and Authorization for Home-to-Work Transportation, is to be used for this purpose.
- b. Depending on the nature of the use, home-to-work transportation is approved by either the immediate supervisor or the Secretary of Agriculture.
- c. The immediate supervisor can approve home-to-work transportation for:
 - (1) Some employees whose residences are their Official Duty station (ODS).
 - (2) Programs may have situations where it is more cost-effective to the Government to provide an employee a GOV for home-to-work use rather than have the employee travel long distances to pick up a vehicle, then drive back toward or beyond his/her residence to perform his/her job. In these situations, if practicable, the program should consider basing the vehicle at a Government facility located near the employee's job site. If such a solution is not feasible, the MRP program must decide if the use of the vehicle qualifies under the compelling operational consideration as defined in this Manual.
 - (3) Employees engaged in fieldwork.

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- d. The Secretary of Agriculture must approve home-to-work transportation in the following instances:
 - (1) Circumstances that present a clear and present danger,
 - (2) Emergencies, or
 - (3) Compelling operational considerations which make such transportation essential to the conduct of official business (cost effective reasons), and alternatives would involve additional expenditures of employee time. For example, an employee needs to take a vehicle home in the evening, to go to a field location the next morning. The employee lives between the field location and the office, so rather than going to the office to pick up the vehicle prefers to take the vehicle home, with the justification that it is more cost effective to leave from the residence.
- e. Requests should be submitted in advance to the Secretary for approval. However, in cases where it is physically impossible to secure the prior approval of the Secretary, an agency official may authorize short-term uses of vehicles for home-to-work transportation if the circumstances meet one of the situations listed in Appendix B, Contingency Determinations. However, the requests must still be submitted for post-approval by the Secretary.
- f. Should programs find that employees in other occupational series need to be included in Appendix A because they involve fieldwork, requests must be forwarded to MRP-BS, Administrative Services Division (ASD). ASD will forward the request for approval to the Office of Procurement and Property Management (OPPM). Such requests should include the type of work performed and circumstances requiring use between an employee's residence and assigned workstation.
 - (1) All instances of home-to-work transportation must be in accordance with DR-5400-5, and documented with the required reports, logs, and records, including Time and Attendance reports.
 - (2) Form AD-728 will be used to document home-to-work transportation. Employees must state the specific time frames of vehicle use, which cannot exceed one year.
 - (a) Annually, employees and supervisors must sign the AD-728.
 - (b) Form AD-728 cannot be approved for indefinite periods.

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- (3) Authorization for home-to-work transportation is **NOT ALLOWED** in the following instances:
- (a) The comfort and convenience of an employee,
 - (b) Overtime or call back work at an employee's normal place of employment,
 - (c) Cooperators working under a cooperative agreement, or
 - (d) When an employee wants to store a GOV at his or her residence prior to going on official travel. For example, an employee is scheduled to depart his/her residence on a Monday morning for official travel via a GOV, which is authorized on an AD-202. The employee wants to take the vehicle home the Friday evening before the Monday that travel officially starts, storing the vehicle at his or her residence to eliminate the need to go to the office on Monday morning to pick up the vehicle, thus saving the employee personal time or effort.

In this example, the official travel does not begin until the day authorized by the AD-202. The previous authority for storing the vehicle at the residence was rescinded when Congress enacted the home-to-work transportation legislation in 1991.

- g. Exclusive representatives of bargaining units may negotiate parameters of local or national level GOV use policies so long as they are consistent with applicable law, governmentwide regulations, and USDA DPM 5400.

3. PROCEDURES FOR REQUESTING APPROVAL FOR HOME-TO-WORK TRANSPORTATION

- a. Program activities will:
 - (1) Ensure that a completed Form AD-728 is on file at the supervisor's ODS for each employee authorized the use of a GOV for home-to-work transportation.
 - (2) Ensure that a Form AD-728 is completed each time an employee is given an intermittent field duty assignment requiring the use of a GOV for home-to-work transportation.
 - (3) Maintain logs or other records necessary to document home-to-work transportation. These logs or records should contain the information described in DR-5400-5.

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- (4) Forward requests to MRP-BS, ASD, Policy Support Branch (PSB), for occupational series that need to be added to DR 5400-5.

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- (5) For each request requiring the approval of the Secretary of Agriculture, submit the original AD-728 to MRP-BS, ASD, PSB. These requests must be submitted by the regional office or equivalent, and approved before participation in the home-to- work transportation.
- b. The initial approval is only for 15 calendar days. The Secretary may approve subsequent request for 90 calendar days. At the end of the 90-day period, the Secretary may authorize an additional extension of 90 days and continue this process as long as circumstances justify that home-to-work transportation continue.
- c. MRP-BS-ASD will:
 - (1) Coordinate all MRP requests for home-to-work transportation requiring the Secretary's approval.
 - (2) Return a signed copy of each approved authorization to the requesting program.

4. TAXATION OF FRINGE BENEFITS

- a. The Internal Revenue Service considers the use of a GOV for transportation between a residence and ODS or vehicle storage point as a noncash taxable fringe benefit.
- b. Exceptions to this are:
 - (1) An employee's residence is designated as the ODS.
 - (2) A travel allowance would be authorized if other transportation were used.
 - (3) An employee is stationed abroad, and the U.S. Embassy in that country recommends that employees commute at the Government's expense for personal safety.
- c. MRP employees must maintain records on the use of vehicles for this purpose, report the number of trips per pay period on the Time and Attendance Report (T&A), and retain the records for 3 years after the date of submission. MRP Form 139, Employee Record of Commute In Government Vehicle, is to be used for this purpose.

For detailed instructions on recording such information, refer to the National Finance Center Procedures (T&A manual).